

CITY OF ROCHESTER
NOTICE of PUBLIC MEETING:

FINANCE COMMITTEE

Meeting Information

Date: September 15, 2020

Time: 6:00 P.M.

Location: This meeting will be conducted virtually.

The Public may access the meeting by calling in to: 857-444-0744 Conference code: 843095

The meeting will also be broadcast on Atlantic Broadband Channel 26 and on our website:

www.RochesterNH.net

Providing public access to the meeting by telephone: The public can call-in to the above number using the conference code. If you wish to provide public comment, you will need to press 5* on your phone and wait until you have been permitted into the meeting. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to “listen-in” only, and there will be no public comment taken during the meeting.

To submit public input prior to the meeting, please leave a voicemail at 603-509-1908 by noon on the day of the meeting. Or email Mark.Sullivan@RochesterNH.net by 5pm on the day of the meeting.

If any member of the public has difficulty accessing the meeting by phone, please call 603-335-7505

City of Rochester, NH
Preamble for the September 15, 2020 Finance Committee Meeting

Good Evening, as Chairperson of the Finance Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

The Agenda for the September 15, 2020 Finance Committee Meeting can be found on the next page

Agenda

1. Call to Order

2. Public Input

3. Unfinished Business-None

4. New Business-

4.1 Position Classifications-Pg.1

4.2 LDI Project- Land Purchase Change of Funding-Pg.21

5. Reports from Finance & Administration

5.1 Monthly Financial Report Summaries July 31, 2020, Pg.23

5.1 (a) August 31, 2020 Revenues-Pg. 24

5.1 (b) August 31, 2020 Expenses-Pg. 26

6. Other

7. Adjournment

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Position Classifications:

Assistant Director of Economic Development

Deputy Chief Information Officer

Solutions Architect

Date Submitted: 9-10-20

Name of Person Submitting Item: Deputy City Manager Ambrose

E-mail Address: kathryn.ambrose@rochesternh.net

Meeting Date Requested: 9-15-20

Issue Summary Statement: Review of position classifications

Recommended Action: Discussion

City of Rochester

OFFICE OF THE CITY MANAGER
31 WAKEFIELD STREET
ROCHESTER NH 03867

LETTER OF TRANSMITTAL

TO: Mayor & Finance Committee
FROM: Blaine Cox, City Manager
DATE: September 3, 2020
NUMBER OF PAGES: 8 (including this cover page)
I am sending you: ☒ Attached ☐ Under Separate Cover
The following items:

1. **Personnel Advisory Board meeting minutes for September 1, 2020**
2. **Proposed Assistant Director of Economic Development job description**
3. **FY2021 Issues & Options form from FY21 budget process**

These are transmitted as checked below:

<input checked="" type="checkbox"/>	For Approval	<input type="checkbox"/>	For Your Use/Information
<input type="checkbox"/>	As Requested	<input type="checkbox"/>	For Review & Reply
<input type="checkbox"/>	Approved as Submitted	<input type="checkbox"/>	Approved as Noted
<input type="checkbox"/>	Returned for Corrections		
<input type="checkbox"/>	Re-submit <input type="text"/> Copies for approval		
<input type="checkbox"/>	Submit <input type="text"/> Copies for distribution		
<input type="checkbox"/>	<input type="text"/>		

REMARKS:

- A. **An Issues & Options (I&O) proposal was presented during the fiscal year 2021 budget process detailing the request for the creation and funding of an Assistant Director of Economic Development.**
- B. **This is one of the I&O's that I had planned to include in my City Manager's Proposed FY2021 Budget that was ultimately removed due to COVID-19 revenue concerns.**
- C. **As you know, establishing a new position involves three steps: (1) creation of the job description and setting the pay grade (drafting description & grading pay, PAB review, CC approval), (2) funding the new position and (3) hiring or promoting an individual to fill the position.**
- D. **I am hereby seeking to achieve Step #1, outlined above, by securing a Finance Committee recommendation to the full City Council in support of approving the proposed job description and proposed pay grade.**

Personnel Advisory Board
September 1, 2020 – 4:00PM
City Hall Conference Room

Members present:

Joanne Sylvain
Thomas J. Jean
David Dubois

Members absent:

None

Others Present:

Diane Hoyt, Human Resource Manager
Michael Scala, Director of Economic Development
Sonja Gonzalez, Chief Information Officer

Review of classifications

1. Assistant Director of Economic Development – Thomas J. Jean **moved** to recommend pay grade 11. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
2. Deputy Chief Information Officer – David Dubois **moved** to recommend pay grade 13. Thomas J. Jean **seconded** the motion. The **motion carried** by a unanimous vote.
3. Solutions Architect – David Dubois **moved** to recommend pay grade 12. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.

Meeting adjourned at 4:20 PM.

Assistant Director of Economic Development

Statement of Duties

Highly responsible administrative, organizational, technical and professional work in the development and implementation of economic development (commercial and industrial) plans, programs, and services. Duties and responsibilities include, but are not limited to, monitoring present business activities, assisting in efforts to promote retention and growth of current businesses and attracting new businesses to the City, assisting the Director of Economic Development and representing the department and City when required. Works closely with the Director to design and implement department goals and strategies; all other related work as required.

Supervision

Works under the general direction of the Director of Economic Development; Functions independently and establishes own work plan and priorities in accordance with established policies and standards; only unusual cases are referred to supervisor.

Job Environment

Work is performed under typical office conditions with frequent meetings at local business locations. Employee is required to attend numerous regular evening meetings with various city boards and committees. Some travel is required.

Operates a computer and general office equipment, such as calculator, copier, facsimile machine, and telephone; also operates an automobile.

Makes frequent contact with municipal officials and employees, the Rochester business community, real estate professionals, Chamber of Commerce, Rochester Main Street officials, Small Business Development Center, SBA lenders and financial institutions and with the general public. Acts as a resource person for small business owners and entrepreneurs. Contacts are in person, by phone, in writing and by e-mail and require explaining detailed and complex information.

Has access to department-related confidential information, such as personal and business financial and tax records.

Errors in planning procedures or the interpretation of state and local legislation could result in recommendations adversely affecting the local economy, as well as cause significant public relations damage to the city.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Administration

- Assumes the duties of the Director in his/her absence.
- Assists Director in developing and managing goals and updates of the City's strategic Economic Development plans.
- Assists Director in budget development and management.
- Provides support to the Rochester Economic Development Commission (REDC).

First-Stop for New Business or Expansion Prospects

- Liaison for new businesses and a constant point of contact for businesses in the development process.
- Guides new and expanding businesses and developers and their teams through the regulatory and permit processes involved in completing development projects in Rochester;
- Serves as a liaison to all City regulatory offices, Boards and Commissions;
- Serves as the representative of Economic Development on the Main Street Board of Directors
- Assists in solving problems which arise in the development process as well as other disputes/misunderstandings that may arise.

Responds to inquiries from property owners, finance professionals, real estate brokers, developers, business site planners, business representatives, etc., concerning specific development opportunities in Rochester; conducts site visits; provides guidance to assist with appropriate projects. Serves as a "broker" in recruiting and assisting businesses interested in locating in Rochester to identify suitable properties for their enterprises.

Encourage Business Retention and Expansion

Communicate and support retention and expansion of businesses in Rochester through:

- Communication and awareness of issues;
- Advocacy at Boards & Commissions;
- Encouraging Expansions & remodels;
- Business Retention & meeting challenges;
- Program involvement: JOB loan program, Sign & Façade program, RSA 79-E and other city and state incentive programs;

City of Rochester, N. H.
Assistant Director of Economic Development – Non-union/Grade 11
Adopted (date)

- Record keeping and data tracking;
- Business Resource packages;
- Disaster recovery.
- Chair of the Technical Review Group where staff reviews projects in preparation for the Planning Board.

Implement business retention strategies and coordinating resources to meet the needs of growing business and Industry. Conduct business and industry research, coordinate with regional, state and federal agencies.

Develop a program for visitation and regular communication with existing businesses to share important information and to keep lines of communication open.

Community Marketing

Share maintenance of the Department's a comprehensive inventory of available buildings and sites in the community for economic development purposes suitable for business. Performs various public relations activities, which may include development of promotional materials and press releases.

Coordinate communicating, developing and implementing financial resources for businesses, including overseeing the preparation of applications for the JOB Loan, Sign and Façade program, RSA 79-E and other city and state incentive programs. Be knowledgeable and informed about local, regional, state and federal programs.

Monitor local, state and federal legislation and regulations relating to economic development and report findings, trends and coordinate responses with appropriate staff.

Attends early morning and evening meetings where you will be asked to provide advice to a variety of boards, commissions and committees.

Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in Business or related field and five (5) years of experience in the financial aspect of public or private business; or an equivalent combination of education and experience. Public relations or marketing experience required.

Special Requirements

Valid motor vehicle operator's license is required

Knowledge, Ability, and Skill

Knowledge: Working knowledge of principles and practices of business, real estate and economic development. General knowledge of municipal government is helpful.

Ability: Ability to set goals and establish a plan of work, measure results. Ability to plan and organize reports, analyze problems and formulate recommendations, communicate effectively and identify new opportunities.

Skill: Strong organizational skills. Self-motivation and independent work skills required. Effective use of interpersonal and problem solving skills in a tactful, patient and courteous manner.

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. Moderate physical effort required when conducting field inspections. Ability to maneuver stairs and uneven terrain under various weather conditions. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk, and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus. Seldom lifts up to 10 lbs. Equipment operated includes office equipment and personal computers.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Office of Finance & Administration
Budget Development
Issues & Options Form

This Issues & Options form is a tool to provide policy makers a quick, easy to read analysis of important policy issues pertaining to the budgeting process.

Department: Economic Development

1. Name of Issue: Economic Development Specialist - Reclassification

2. Description of the Issue – Define the issue or problem clearly & succinctly:

I would like to reclassify the Economic Development Specialist to Deputy Director or **Assistant Director of Economic Development**.

As the business needs and economic conditions around the city have changed, so have the responsibilities of the Economic Development Specialist position.

This position now involves an increased role in project development and management, business technical assistance, government affairs, and departmental efficiency, but most importantly, the Specialist will often find themselves representing the Director and/or the ED Department at events, staff meetings, presentations, and before the City Council.

These responsibilities go beyond the Specialist's stated Job Description and justify a reclassification of the position.

3. Costs – What monetary costs are associated with this issue? If Multi-year in impact, break down by fiscal year:

Wages: \$12,750.00

Benefits: \$2400.00

Total: \$15,150.00

4. Benefits Lost – What will the impact be to City services?:

None

- 5. Options – Outline a proposed solution along with the fiscal implications. If there are multiple options, break them out independently so that they can be considered and analyzed as separately:**

This reclassification would increase the ED budget by \$15,150.00 but would be offset by a savings of approximately \$18,000 from the previous Manager's and Executive Secretary's budgeted salaries from FY19/20.

- 6. Supplemental Information:**

None

- 7. Status: Not Included in City Manager's FY21 Proposed Budget**

**Personnel Advisory Board
September 1, 2020 – 4:00PM
City Hall Conference Room**

Members present:

Joanne Sylvain
Thomas J. Jean
David Dubois

Members absent:

None

Others Present:

Diane Hoyt, Human Resource Manager
Michael Scala, Director of Economic Development
Sonja Gonzalez, Chief Information Officer

Review of classifications

1. Assistant Director of Economic Development – Thomas J. Jean **moved** to recommend pay grade 11. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
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Meeting adjourned at 4:20 PM.

Assistant Director of Economic Development

Statement of Duties

Highly responsible administrative, organizational, technical and professional work in the development and implementation of economic development (commercial and industrial) plans, programs, and services. Duties and responsibilities include, but are not limited to, monitoring present business activities, assisting in efforts to promote retention and growth of current businesses and attracting new businesses to the City, assisting the Director of Economic Development and representing the department and City when required. Works closely with the Director to design and implement department goals and strategies; all other related work as required.

Supervision

Works under the general direction of the Director of Economic Development; Functions independently and establishes own work plan and priorities in accordance with established policies and standards; only unusual cases are referred to supervisor.

Job Environment

Work is performed under typical office conditions with frequent meetings at local business locations. Employee is required to attend numerous regular evening meetings with various city boards and committees. Some travel is required.

Operates a computer and general office equipment, such as calculator, copier, facsimile machine, and telephone; also operates an automobile.

Makes frequent contact with municipal officials and employees, the Rochester business community, real estate professionals, Chamber of Commerce, Rochester Main Street officials, Small Business Development Center, SBA lenders and financial institutions and with the general public. Acts as a resource person for small business owners and entrepreneurs. Contacts are in person, by phone, in writing and by e-mail and require explaining detailed and complex information.

Has access to department-related confidential information, such as personal and business financial and tax records.

Errors in planning procedures or the interpretation of state and local legislation could result in recommendations adversely affecting the local economy, as well as cause significant public relations damage to the city.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Administration

- Assumes the duties of the Director in his/her absence.
- Assists Director in developing and managing goals and updates of the City's strategic Economic Development plans.
- Assists Director in budget development and management.
- Provides support to the Rochester Economic Development Commission (REDC).

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- Liaison for new businesses and a constant point of contact for businesses in the development process.
- Guides new and expanding businesses and developers and their teams through the regulatory and permit processes involved in completing development projects in Rochester;
- Serves as a liaison to all City regulatory offices, Boards and Commissions;
- Serves as the representative of Economic Development on the Main Street Board of Directors
- Assists in solving problems which arise in the development process as well as other disputes/misunderstandings that may arise.

Responds to inquiries from property owners, finance professionals, real estate brokers, developers, business site planners, business representatives, etc., concerning specific development opportunities in Rochester; conducts site visits; provides guidance to assist with appropriate projects. Serves as a "broker" in recruiting and assisting businesses interested in locating in Rochester to identify suitable properties for their enterprises.

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City of Rochester, N. H.
Assistant Director of Economic Development – Non-union/Grade 11
Adopted (date)

2

- Record keeping and data tracking;
- Business Resource packages;
- Disaster recovery.
- Chair of the Technical Review Group where staff reviews projects in preparation for the Planning Board.

Implement business retention strategies and coordinating resources to meet the needs of growing business and Industry. Conduct business and industry research, coordinate with regional, state and federal agencies.

Develop a program for visitation and regular communication with existing businesses to share important information and to keep lines of communication open.

Community Marketing

Share maintenance of the Department's a comprehensive inventory of available buildings and sites in the community for economic development purposes suitable for business. Performs various public relations activities, which may include development of promotional materials and press releases.

Coordinate communicating, developing and implementing financial resources for businesses, including overseeing the preparation of applications for the JOB Loan, Sign and Façade program, RSA 79-E and other city and state incentive programs. Be knowledgeable and informed about local, regional, state and federal programs.

Monitor local, state and federal legislation and regulations relating to economic development and report findings, trends and coordinate responses with appropriate staff.

Attends early morning and evening meetings where you will be asked to provide advice to a variety of boards, commissions and committees.

Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in Business or related field and five (5) years of experience in the financial aspect of public or private business; or an equivalent combination of education and experience. Public relations or marketing experience required.

Special Requirements

Valid motor vehicle operator's license is required

Knowledge, Ability, and Skill

Knowledge: Working knowledge of principles and practices of business, real estate and economic development. General knowledge of municipal government is helpful.

Ability: Ability to set goals and establish a plan of work, measure results. Ability to plan and organize reports, analyze problems and formulate recommendations, communicate effectively and identify new opportunities.

Skill: Strong organizational skills. Self-motivation and independent work skills required. Effective use of interpersonal and problem solving skills in a tactful, patient and courteous manner.

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. Moderate physical effort required when conducting field inspections. Ability to maneuver stairs and uneven terrain under various weather conditions. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk, and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus. Seldom lifts up to 10 lbs. Equipment operated includes office equipment and personal computers.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

DEPUTY CHIEF INFORMATION OFFICER

Statement of Duties

Administrative, supervisory and technical responsibility for the design, selection, deployment, integration, support, maintenance and security of information systems infrastructure for the City. Assess needs, conduct analysis, make recommendations and implement improvements regarding information technology infrastructure for the City. Responsible to maintain the security of City data to appropriate industry standards. City information systems infrastructure includes LAN and WAN networks, client/server applications, cloud based solutions, server and desktop operating systems and platforms, and communications systems including telephony and video.

Works as a team member in the IT services group. Works to anticipate, meet and exceed City technology services expectations in a positive and professional manner. Provides direct support to the CIO to assist in the development and implementation of goals, objectives, policy recommendations, long and short-range planning, and priorities.

Supervision

Work is performed under the direction of the CIO, performing most work with a high degree of independence. The employee has personal responsibility for insuring efficient, cost effective and secure administration of the City's information technology. There is considerable latitude for independent judgement and action in making day-to-day administrative decisions within the area of assigned responsibility.

Incumbent demonstrates leadership and organizational skills to plan and direct the work of infrastructure IT staff; responsible for the supervision of infrastructure IT employees; responsible for the evaluation of employees and recommends hiring, firing, and discipline of employees to the CIO for final approval.

Job Environment

Work is performed under typical office conditions; may be required to attend evening meetings and work outside of normal business hours.

Work at this level requires extensive breadth and intensity of effort to be exerted, usually interconnecting highly technical factors requiring a high level of technical expertise and organizational skills and extensive knowledge of computer hardware and software platforms and solutions. System changes identified by departmental officials need to be analyzed, evaluated and prioritized. Work also consists of varied work assignments, some of which involve non-standardized tasks, procedures and

techniques, requiring evaluation and analysis on the part of the incumbent. Problem solving may require considerable effort on occasion. The incumbent's ability to perform work effectively significantly impacts the work performance of all City employees.

Incumbent has access to confidential information, such as bid proposals, contracts, personnel files, and other sensitive data.

Errors could result in delay or loss of service, monetary loss, and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Working with the IT Team, support the successful implementation of IT tools that help the City achieve its strategic goals.
- Research current technologies to make knowledgeable suggestions to the CIO for the purchase of new hardware and software solutions to meet City needs. Maintain awareness of information systems developments through professional reading and participation in appropriate meetings, workshops, training opportunities and conferences.
- Ensure that documentation to support the ongoing business continuity and cross training of information technology staff is maintained to a level that addresses the City's production needs. Produce reports as requested and as needed.
- Recommends citywide policy formation related to IT services. Manages adoption and implementation of industry standards around IT security.
- Recommend to the CIO escalation to contracted vendors in support of City services as needed to maintain excellence in services.
- Review business context for solutions to City challenges as well as define the vision and requirements for the solution, recommending potential options, (which may include RFIs, RFPs or prototype development), selection of the most optimal option, and the development of a roadmap for the selected solution.
- Directs the infrastructure IT team in all its capacity and can assume direct responsibility to perform all duties.
- Other duties as may be assigned.

Recommended Minimum Qualifications

Education and Experience

Bachelor's degree (B.S.) in Computer Science or closely related field plus five years' experience with computer networks, large information systems, and desktop support services, preferably in a municipal setting; or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

Basic knowledge of network protocols and standard word processing, spreadsheet, and database management products required. The ideal candidate will have experience with VMWare, storage arrays, GIS, Microsoft solutions stack, cloud services management, WAN and LAN networks and related equipment, helpdesk support, communications solutions, and relational database solutions. Working knowledge of the organization and operation of City departments. Knowledge of computer applications and their uses in local government.

Physical and Mental Requirements

The incumbent works in an office setting and is required to stand, sit, reach with hands and arms, use hands, climb or balance, walk up to 1/3rd of the time; and talk and listen/hear more than 2/3rd of the time. Incumbent occasionally lifts up to 10 pounds, and seldom lifts up to 30 pounds. Work can be stressful at times and involve the threat of personal injury. Normal vision is required for reading.

Equipment operated includes office machines, automobile, and computers.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

SOLUTIONS ARCHITECT

Statement of Duties

Assume primary responsibility for the design, selection, deployment, integration, support, training and maintenance of data and business workflow applications for the City. Assess needs, conduct analysis, make recommendations and implement improvements regarding database applications and integrations. Responsible to identify deficiencies and implement solutions that maintain the security of departmental information to compliance and industry standards. City data solutions include all data and operational platforms, both cloud and premise based.

Works as a team member in the IT services group. Works to anticipate, meet and exceed City technology services expectations in a positive and professional manner. Provides direct support to the CIO to assist in the development and implementation of goals, objectives, policy recommendations, long and short-range planning, and priorities.

Supervision

Work is performed under the direction of the CIO, performing most work with a high degree of independence. The employee has personal responsibility for insuring efficient, cost effective and secure administration and configuration of the City's information technology. There is considerable latitude for independent judgement and action in making day-to-day administrative decisions within the area of assigned responsibility.

Job Environment

Work is performed under typical office conditions; may be required to attend evening meetings and work outside of normal business hours.

Work at this level requires extensive breadth and intensity of effort to be exerted, usually interconnecting highly technical factors requiring a high level of technical expertise and organizational skills and extensive knowledge of computer hardware and software platforms and solutions. System changes identified by departmental officials need to be analyzed, evaluated and prioritized. Work also consists of varied types of assignments, some of which involve non-standardized tasks, procedures and techniques, requiring evaluation and analysis on the part of the incumbent. Problem solving may require considerable effort on occasion. The incumbent's ability to perform work effectively significantly impacts the work performance of all City employees.

Incumbent has access to confidential information, such as bid proposals, contracts, personnel files, and other sensitive data.

Errors could result in delay or loss of service, monetary loss, and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Working with the IT Team, support the successful implementation of IT tools that help the City achieve its strategic goals.
- Establish and oversee application environments and technology infrastructure to build or procure, test and support software applications.
- Maintain documentation to support the ongoing business continuity and cross training of IT staff. Produce reports as requested and as needed. Evaluate business continuity and support enhancement of business processes with City departments.
- Recommend to the CIO escalation to contracted vendors in support of City services as needed to maintain excellence in services.
- Facilitate ongoing communication and partnership with departments to understand and satisfactorily deliver solutions which are responsive to needs and future growth objectives.
- Provide helpdesk support to City staff in a timely manner. Communicate effectively with users to keep them apprised of status of work being performed on ticket and set expectation of ticket completion date. Document ticket progress so that other team members can contribute to solving issues as needed.
- Maintain awareness of information systems developments through professional reading and participation in appropriate meetings, workshops, training opportunities and conferences. Use this knowledge to implement and suggest improvements to current practice at the City.
- In conjunction with the IT services team, maintain database and file servers to ensure availability and integrity. Support underlying database architectures including Microsoft SQL, Pervasive, and Microsoft Access.
- Review business context for solutions to City challenges as well as defining the vision and requirements for the solution, recommending potential options, (which may include RFIs, RFPs or prototype development), selecting the most optimal option, and the development of a roadmap for the selected solution.
- Champions a structured approach to business application solutions. Directly assists in the development of a solutions architecture program including departmental roadmaps and project portfolios for IT systems architecture. Assures solutions not only are a fit for the specific purpose but also closely align with the standards guidelines of technology solutions and which further reduce the percentage of time spent on reactive work.

- Security administration, as it relates to software and working in collaboration with the Infrastructure team.
- Support information security and business continuity efforts including risk assessment, disaster recovery, and backup. Participate as needed in EOC activities including tests and actual emergency situations.
- Other duties as may be assigned.

Recommended Minimum Qualifications

Education and Experience

Bachelor's degree (B.S.) in Computer Science, Information Systems or closely related field plus five years' experience with software development and integrations, large information systems, and cloud solutions, preferably in a municipal setting; or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

Extensive knowledge of database and cloud platform management, configuration, and integration. Basic knowledge of software development, office and financial products. The ideal candidate will have experience with Microsoft SQL Server, Microsoft Office 365 cloud platform, and other components of the Microsoft cloud and premise solutions stack; GIS, website management, helpdesk support, and relational database solutions. Working knowledge of the organization and operation of City departments. Knowledge of computer applications and their uses in local government.

Physical and Mental Requirements

The incumbent works in an office setting and is required to stand, sit, reach with hands and arms, use hands, climb or balance, walk up to 1/3rd of the time; and talk and listen/hear more than 2/3rd of the time. Incumbent occasionally lifts up to 10 pounds, and seldom lifts up to 30 pounds. Work can be stressful at times and involve the threat of personal injury. Normal vision is required for reading. Equipment operated includes office machines, automobile, and computers.

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FINANCE COMMITTEE

Agenda Item

Agenda Item Name: REDC-LDI Land Purchase and Sale

Date Submitted: 9-15-20

Name of Person Submitting Item: Deputy Finance Director Mark Sullivan

E-mail Address: mark.sullivan@rochesternh.net

Meeting Date Requested: 9-15-20

Issue Summary Statement: City Council appropriated \$3 million dollars to the REDC-LDI construction project with funds to be borrowed from NH Business Finance Authority (NHBFA). As part of this project the City purchased 145 Airport Drive for \$225,000, and rather than include the 145 Airport Drive property transaction in the loan to be executed with NHBFA, the expense was charged to the REDC Fund and LDI paid \$150,000 cash for the property. Furthermore, a contractor has been secured for this project and is under contract for an amount \$2,837,000. This is the amount that will be borrowed from NHBFA, assuming no change orders occur that increases the project to the ceiling of \$3,000,000.

The \$225,000 land expense is reducing the available balance in the REDC fund to \$2,775,000, which is not enough to cover the \$2,837,000 construction budget. There is also a net deficit on the land transaction of \$75,000 (\$225,000 initial purchase less \$150,000 resale).

Below are two options that can remedy this situation.

- A. Increase the REDC appropriation by \$225,000 with funding source General Fund Unassigned Fund balance. The land transactions will flow through the General Fund, and General Fund will absorb the \$75,000 deficit.

B. Increase the REDC appropriation by \$225,000, with funding source Granite State Business Park 162k TIF. The land transaction will flow through the Granite State Business Park TIF, and TIF will absorb the \$75,000 deficit.

Recommended Action: Option B, the GSBP TIF has enough retained revenues to absorb the \$75,000. Moreover, the GSBP TIF will be retaining the property tax revenues generated from the LDI building.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Monthly Financial Statements Summary – as of August 31, 2020

For the full detail report, click here: [August 2020 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

E-mail Address: mark.sullivan@rochesternh.net

Meeting Date Requested: September 15, 2020

Issue Summary Statement

The August 31, 2020 financial summary reports are attached. Below are the revenues Finance will continue to track and provide updates during FY21.

Motor Vehicle Registrations: Through two months of FY21 non- property tax revenues remain strong at 20% of the non-property tax revenue budgets.

Waste Management Host Fees: The first payment of FY21 was received at \$862,438. This quarterly receipt was slightly lower than prior quarters, but represented the period of April-20 to June-20. The \$862,438 trends to \$3.4MM.

Building Permits: Building permits have seen a rebound, and this revenue is at 52% of the FY21 Adopted amount of \$200,000.

Interest Income: Interest Income is trending low, interest income rates are below .50%

Interest on Delinquent Taxes: Trending low at this point in FY21, will continue to monitor.

State of NH Rooms & Meals: Payment typically received in December of each year.

Water-Sewer User Fees: Payments have seen a recovery, will continue to monitor.

Highway Block Subsidy: First quarterly payment was \$185,000 slightly less than FY20 of \$194,000. Will continue to monitor.

Summary: The budget freeze has ended, our cash holdings are in a good position. Finance will monitor all FY21 revenue and expense activities.

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/> 1000 GENERAL FUND <hr/>						
11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	500.70	-500.70	100.0%
11031 CITY CLERK REVENUE	124,850	0	124,850	24,813.25	100,036.75	19.9%
11061 BUSINESS OFFICE REVENUE	250,000	0	250,000	2,159.42	247,840.58	.9%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	33,409,885	0	33,409,885	16,105,990.74	17,303,894.26	48.2%
11072 TAX COLLECTOR REVENUE	3,308	0	3,308	2,971.00	337.00	89.8%
11081 GENERAL OVERHEAD REVENUE	3,460,991	0	3,460,991	1,066,288.71	2,394,702.29	30.8%
11082 GENERAL OVERHEAD REVENUE	2,186,077	0	2,186,077	.00	2,186,077.00	.0%
11101 PLANNING	18,250	0	18,250	3,861.05	14,388.95	21.2%
11201 REV LEGAL OFFICE	50,000	0	50,000	8,333.32	41,666.68	16.7%
12011 POLICE CITY REVENUE	363,479	0	363,479	24,929.54	338,549.46	6.9%
12021 FIRE CITY REVENUE	25,500	0	25,500	585.00	24,915.00	2.3%
12022 FIRE STATE REVENUE	41,812	0	41,812	.00	41,812.00	.0%
12031 DISPATCH CENTER	60,982	0	60,982	.00	60,982.00	.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	106,071.40	138,138.60	43.4%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	2,697.00	32,703.00	7.6%
13012 STATE HIGHWAY SUBSIDY	519,175	0	519,175	185,245.72	333,929.28	35.7%
14011 WELFARE REVENUE	2,500	0	2,500	22.99	2,477.01	.9%
14021 RECREATION REVENUE	60,050	0	60,050	640.00	59,410.00	1.1%
14031 LIBRARY REVENUE	10,800	0	10,800	570.51	10,229.49	5.3%
TOTAL GENERAL FUND	40,868,269	0	40,868,269	17,535,680.35	23,332,588.65	42.9%
<hr/> 5001 WATER ENTERPRISE FUND <hr/>						
510001 WATER WORKS REVENUE	6,710,052	0	6,710,052	966,912.21	5,743,139.79	14.4%
TOTAL WATER ENTERPRISE FUND	6,710,052	0	6,710,052	966,912.21	5,743,139.79	14.4%
<hr/> 5002 SEWER ENTERPRISE FUND <hr/>						
520001 SEWER WORKS REVENUE	7,945,222	0	7,945,222	945,184.66	7,000,037.34	11.9%
520002 SEWER WORKS REVENUE	396,081	0	396,081	.00	396,081.00	.0%
TOTAL SEWER ENTERPRISE FUND	8,341,303	0	8,341,303	945,184.66	7,396,118.34	11.3%
<hr/> 5003 ARENA ENTERPRISE FUND <hr/>						

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001 ARENA REVENUE	416,031	0	416,031	1,666.66	414,364.34	.4%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	1,666.66	414,364.34	.4%
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	889,241	0	889,241	224,441.17	664,799.83	25.2%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	224,441.17	664,799.83	25.2%
GRAND TOTAL	57,224,896	0	57,224,896	19,673,885.05	37,551,010.95	34.4%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	409,559	0	409,559	70,221.84	3,254.65	336,082.51	17.9%
11012351 ECONOMIC DEVELOPMENT	512,693	0	512,693	61,340.93	38,875.45	412,476.62	19.5%
11020050 IT SERVICES	897,327	0	897,327	130,275.57	91,990.77	675,060.66	24.8%
11030051 CITY CLERK	334,501	0	334,501	46,794.06	42,863.42	244,843.52	26.8%
11040050 ELECTIONS	70,168	0	70,168	8,012.78	13,286.34	48,868.88	30.4%
11050070 ASSESSORS	570,520	0	570,520	71,590.06	29,384.88	469,545.06	17.7%
11060051 BUSINESS OFFICE	608,770	0	608,770	118,723.87	3,380.05	486,666.08	20.1%
11063151 HUMAN RESOURCES	225,528	1,250	226,778	36,569.77	19,680.26	170,527.97	24.8%
11070070 TAX COLLECTOR	379,761	0	379,761	75,821.40	5,360.71	298,578.89	21.4%
11080050 GENERAL OVERHEAD	1,169,916	-51,250	1,118,666	206,819.94	187,131.29	724,714.77	35.2%
11090050 PB CITY WIDE 50	687,246	0	687,246	93,038.44	24,863.40	569,344.16	17.2%
11090051 PB CITY HALL 51	65,698	0	65,698	4,565.27	52,643.61	8,489.12	87.1%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	2,140.77	32,978.27	13,649.96	72.0%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	.00	6,671.37	4,273.63	61.0%
11090055 PB GONIC FIRE 55	10,787	0	10,787	237.94	7,205.33	3,343.73	69.0%
11090056 PB LIBRARY 56	19,313	0	19,313	169.99	15,803.90	3,339.11	82.7%
11090057 PB DPW GARAGE 57	12,155	0	12,155	331.00	10,436.90	1,387.10	88.6%
11090061 PB HISTORICAL MUSEUM 61	1,320	0	1,320	250.00	997.00	73.00	94.5%
11090063 PB HANSON POOL 63	6,700	0	6,700	.00	267.28	6,432.72	4.0%
11090064 PB GONIC POOL 64	1,100	0	1,100	.00	100.00	1,000.00	9.1%
11090065 PB EAST ROCHESTER POOL 65	800	0	800	.00	100.00	700.00	12.5%
11090068 PB GROUNDS 68	10,880	0	10,880	1,052.11	1,135.00	8,692.89	20.1%
11090069 PB DOWNTOWN 69	17,000	0	17,000	.00	4,474.18	12,525.82	26.3%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	870.11	13,487.22	7,010.67	67.2%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	.00	1,800.00	1,200.00	60.0%
11090075 PB NEW POLICE STATION	24,066	0	24,066	1,110.50	14,566.50	8,389.00	65.1%
11090077 PB ANNEX	11,140	0	11,140	213.37	1,852.13	9,074.50	18.5%
11102051 PLANNING	427,669	0	427,669	46,186.35	3,023.07	378,459.58	11.5%
11200051 LEGAL OFFICE	611,159	0	611,159	81,446.61	6,806.97	522,905.42	14.4%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	0	2,076,031	348,252.51	122,075.64	1,605,702.85	22.7%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	759,847.04	.00	4,703,890.96	13.9%
12012553 PD SUPPORT SERVICES	417,396	0	417,396	59,286.22	.00	358,109.78	14.2%
12020054 FIRE DEPARTMENT	4,991,261	0	4,991,261	665,555.62	62,167.90	4,263,537.48	14.6%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	706.04	.00	27,885.96	2.5%
12020754 CALL FIRE	29,890	0	29,890	.00	.00	29,890.00	.0%
12023354 EMERGENCY MANAGEMENT	42,101	0	42,101	.00	.00	42,101.00	.0%
12030153 DISPATCH CENTER	869,310	0	869,310	136,592.50	10,568.03	722,149.47	16.9%
12040051 CODE ENFORCEMENT	593,170	0	593,170	83,740.63	8,130.19	501,299.18	15.5%
12050050 AMBULANCE	282,321	0	282,321	16,160.25	48,480.75	217,680.00	22.9%
13010057 PUBLIC WORKS	2,412,336	0	2,412,336	328,778.74	584,831.20	1,498,726.06	37.9%

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CITY OF ROCHESTER
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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010957 WINTER MAINTENANCE	530,920	0	530,920	.00	.00	530,920.00	.0%
13020050 CITY LIGHTS	218,000	0	218,000	13,476.66	77,442.05	127,081.29	41.7%
14010051 WELFARE	480,831	0	480,831	42,456.19	7,969.83	430,404.98	10.5%
14022072 RECREATION ADMINISTRATION	671,686	0	671,686	98,914.19	6,424.33	566,347.48	15.7%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	0	101,305	21,034.42	2,101.40	78,169.18	22.8%
14022250 RECREATION POOLS	94,924	0	94,924	49,932.90	13,145.53	31,845.57	66.5%
14030056 LIBRARY	1,342,026	0	1,342,026	232,850.11	99,704.70	1,009,471.19	24.8%
15000051 COUNTY TAX	6,941,353	0	6,941,353	.00	.00	6,941,353.00	.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,471,220	0	4,471,220	974,104.20	.00	3,497,115.80	21.8%
17030050 OVERLAY	350,000	0	350,000	352,027.50	.00	-2,027.50	100.6%
17040051 TRANSFER TO CIP & OTHER FU	1,290,000	50,000	1,340,000	1,490,000.00	.00	-150,000.00	111.2%
TOTAL GENERAL FUND	40,868,269	0	40,868,269	6,731,498.40	1,677,461.50	32,459,309.10	20.6%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,353,392	0	5,353,392	861,596.89	44,796.03	4,446,999.08	16.9%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	103,049.13	170,244.70	1,014,265.17	21.2%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	12,220.30	.00	56,880.70	17.7%
TOTAL WATER ENTERPRISE FUND	6,710,052	0	6,710,052	976,866.32	215,040.73	5,518,144.95	17.8%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,106,648	0	4,106,648	1,860,402.33	26,980.38	2,219,265.29	46.0%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	197,021.88	322,442.21	3,647,587.91	12.5%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	12,116.66	.00	55,486.34	17.9%
TOTAL SEWER ENTERPRISE FUND	8,341,303	0	8,341,303	2,069,540.87	349,422.59	5,922,339.54	29.0%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	416,031	0	416,031	38,537.23	115,286.44	262,207.33	37.0%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	38,537.23	115,286.44	262,207.33	37.0%
6000 COMMUNITY CENTER SP REV FUND							

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6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	889,241	0	889,241	82,079.42	146,676.19	660,485.39	25.7%
	TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	82,079.42	146,676.19	660,485.39	25.7%
	GRAND TOTAL	57,224,896	0	57,224,896	9,898,522.24	2,503,887.45	44,822,486.31	21.7%

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